

RESUME INTERRUPTED DOWNLOADS • CONNECT AND DISCONNECT AUTOMATICALLY • ASLEEP AT THE MOUSE? STAY CONNECTED • SPEED-SURF

YAHOO!
INTERNET LIFE

September 2000

50 MOST INCREDIBLY USEFUL TIPS

ORGANIZE YOUR BOOKMARKS/FAVORITES • SUPERSIZE YOUR BROWSER WINDOW • KEEP FAVORITE SITES IN EASY REACH • STORE WEB SITE ASLEEP AT THE MOUSE? STAY CONNECTED • SPEED-SURF USING KEYBOARD COM-

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INTERNET LIFE

50 TIPS

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Hey, where are the road signs along the Information Superhighway? You know, the ones pointing you to the ultimate surfing experience? Maybe Al Gore forgot to put them up. Meanwhile, you're stuck in the slow lane without a map, and you've got a lot of questions. Why does it take so long to open a Web page? Why do you keep getting disconnected from your Internet service provider? How do you stop the flood of spam that keeps washing into your in-box?

Here at *Y-Life* we get questions like these all the time, so we've compiled 50 of our most incredibly useful tips and tricks to help you get the most out of the Internet. In this booklet, our second annual collection of sage surfing advice, you'll find out how to make sure you're connecting to your ISP at the fastest possible speed. How to track down precisely what you're looking for when you search the Web. How to share files that are too big to send via e-mail. And even how to get rid of those annoying banner ads.

We've updated your favorite tips—and added some new ones. This year we don't list specific advice for

Netscape Navigator 3.x or Microsoft Internet Explorer 3.x. Why? Fewer than one percent of surfers still use them; everyone else has upgraded to newer versions. If you yourself haven't upgraded, it's well worth the few minutes it takes to do so.

Finally, remember that things on the Net change on a daily—if not hourly—basis. By the time you read this, some of the steps or wording may have changed slightly. Nonetheless, the basics still apply.

Happy surfing.

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It's the world's biggest ISP—and it's got its very own list of tips and tricks

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50 TIPS

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USEFUL

TIPS 1-6

GETTING (AND STAYING) CONNECTED

SEARCH RESCUE

E-MAIL POWER TIPS

SECURITY AND PRIVACY HINTS

AMERICA ONLINE SECRETS

BETTER BROWSING

DOWNLOADING BASICS

AUDIOVISUAL CLUB

1

Pick the perfect provider

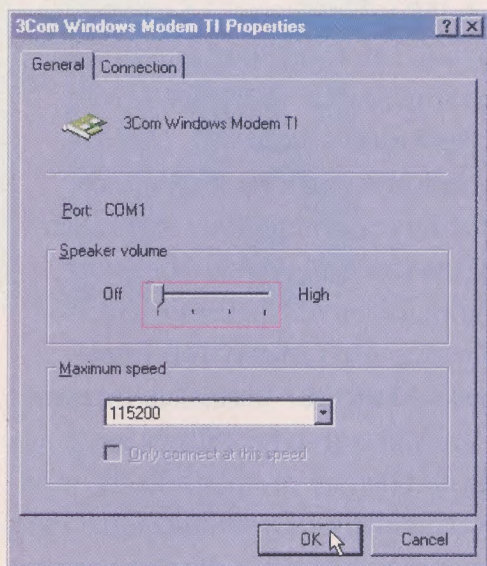
Which ISP is best for you? Several sites on the Web furnish information about service providers. Start your search at **ONLINE CONNECTION** [www.barkers.org/online]. This site offers a chart comparing pricing and service among 10 of the largest competitors in the market, including America Online and Microsoft Network. If you're looking for a larger selection of providers, head to **GETCONNECTED** [www.getconnected.com] or **THE LIST** [thelist.internet.com]. At either site, you can search for ISPs by location and get pricing and service comparisons. If you'd like to get recommendations from individual users, post a message in the newsgroup **alt.online-service**.

2

Silence your modem

To quiet the connection caterwaul in Windows 95 and Windows 98, click the Start button in the lower left-hand corner of your screen. Select "Settings/Control Panel." Once the "Control Panel" window pops up, double-click the Modems icon. This will launch the "Modems Properties" window. Click the "General" tab, then

the Properties button. Slide the speaker-volume control all the way to the left and click OK.



3 Find out if your phone line is holding you back

Are you having trouble getting your 56Kbps modem to connect at top speed? The problem may be with your phone line. Older phone lines can't support the data rates that make 56Kbps

modem access possible. To see if your pipes are faulty, log in to the U.S. Robotics server—it can tell you if your phone lines are capable of handling 56Kbps data transfers. Here's how:

Click the Start button, and select "Programs/Accessories/HyperTerminal." (Some users may need to look in "Communications" under "Accessories.") This will launch the HyperTerminal window. Double-click the icon labeled *Hypertrm.exe*. HyperTerminal will prompt you to enter a name for connection. Name the connection *line check*. The program will then ask you for a phone number to dial. Enter 847, then the number 262-6000. Click OK, then click Dial. Your PC will connect to the U.S. Robotics server.

If that works for you, skip this paragraph. But if you're left with a blank screen in HyperTerminal, keep reading. On the blank screen, type *ATE1* and hit Return. The program should respond by typing *OK* in the HyperTerminal window. Now type *ATDT 18472626000* and hit Return. Your computer will dial and connect to the U.S. Robotics server.

When you dial in, the HyperTerminal window will show you your connection speed. Then it will ask you if you'd like graphics. Type *y* to answer in the affirmative. Next, you'll be asked for your first

and last name. Type *line* for your first name and *test* for your last name. The server will tell you whether your phone line is to blame for your slow access.

You can also point your browser to **COMPUTING CENTRAL'S BANDWIDTH SPEED TEST**[computingcentral.msn.com/topics/bandwidth/speedtest50.asp] for an instant snapshot of your current connection speed.

4 Get more from your modem

Are you wringing the top speed out of your modem? It's easy to find out by checking the settings for your modem's "driver" (i.e., the software used to control its operation). Go to Start and select "Control Panel." Click "Modems" and select the "General" tab. If your system is set to "Generic Modem" or "Standard Modem," you're probably not connecting as fast as you could. But there's a quick fix. If you've still got the software that came with your modem, find and install the proper drivers (in many cases, this involves simply inserting the CD and following the instructions that appear onscreen). If you don't have the software, you should be able to find and download the proper driver at the modem manufacturer's Web site, or via **DRIVERGUIDE.COM**, a huge,

searchable database of device drivers.

5 **Retry your ISP automatically**

If you dial your Internet service provider and get a busy signal, you can save yourself from clicking Redial 10 times in a row by following these simple steps: Double-click the My Computer desktop icon. Then double-click the "Dial-Up Networking" folder. Select your connection. Select "Connections/Settings." Check the "Redial" field. Use the Up and Down arrows to select the number of redial attempts you'd like your computer to make when it receives a busy signal.

6 **Stay connected**

Does your ISP boot you off its system when you're idle for too long? **ALIVE AND KICKING** [www.thingybobs.com] can keep your connection, well, alive and kicking. The program maintains your connection by downloading Web pages (of your choosing) very slowly. The product is free to try and \$10 to buy. Or just tune in to a RealPlayer radio broadcast and turn down the sound. It'll keep you connected—and it's free.

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GETTING (AND STAYING) CONNECTED

BETTER BROWSING

TIPS 7-20

SEARCH RESUME

E-MAIL POWER TIPS

DOWNLOADING BASICS

SECURITY AND PRIVACY HINTS

AUDIOVISUAL CLUB

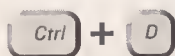
AMERICA ONLINE SECRETS

7

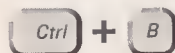
Speed-surf using keyboard combos

The following “quick keys” (shortcuts in which both keys are pressed at the same time) work for Netscape Navigator 4.x and Microsoft Internet Explorer 4.x and 5.x, except where noted. (Macintosh owners should use the Command key—the one with the loop-cornered square or apple icon on it—instead of the Ctrl key.)

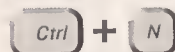
ADD A PAGE TO “BOOKMARKS/FAVORITES”



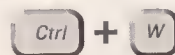
OPEN YOUR “BOOKMARKS/FAVORITES” FOLDER



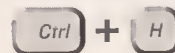
OPEN A NEW BROWSER WINDOW



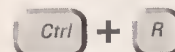
CLOSE A BROWSER WINDOW



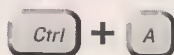
OPEN THE “HISTORY” FOLDER



RELOAD CURRENT PAGE



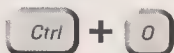
SELECT ALL TEXT ON THE PAGE



MOVE FROM LINK TO LINK ON A WEB PAGE



OPEN THE "LOCATION" (URL) FIELD

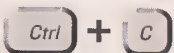


(Navigator 4.x, Internet Explorer 4.x/5.x)



(Internet Explorer 4.x/5.x)

COPY SELECTED TEXT TO THE CLIPBOARD



PASTE TEXT FROM THE CLIPBOARD

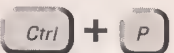


NEW MESSAGE



(Navigator 4.x only)

PRINT CURRENT PAGE

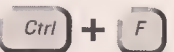


SAVE AS



(Navigator 4.x only)

FIND WITHIN A WEB PAGE



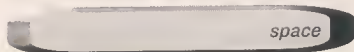
STOP A PAGE FROM LOADING



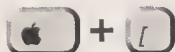
(PC)

(Mac)

SCROLL TO THE END OF A WEB PAGE



BACK

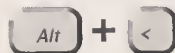


FORWARD



(Mac only)

BACK

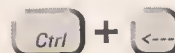


FORWARD



(Navigator 4.x, Internet Explorer 5.x)

BACK



FORWARD



(Internet Explorer 4.x)

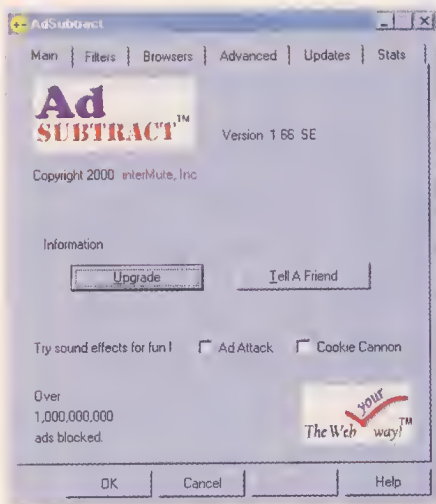
8 **Lost? Go back!**

Want to return to that list of sports scores you saw 10 clicks or so ago? Don't hit the Back button over and over again. Instead, use your browser's "Go" menu to skip directly to the page you'd like to revisit. The "Go" menu is also helpful when your Back button doesn't work, which can happen when you encounter a "server-side redirect." (A server-side redirect is a kind of Web-based call forwarding that usually helps sites send their visitors to the right place, but it can sometimes get you stuck on a page you want to leave. Use the "Go" menu to escape!)

9 **Kill pop-up windows and banner ads**

Don't let Web pages push you around. The AdSubtract Pro shareware program from **INTERMUTE INC.** [www.adsubtract.com] speeds up surfing sessions by filtering out such common Web site nuisances as animated images, background-music MIDIs, Java programs, JavaScript, ugly home page wallpaper, and cookies (the snippets of code that many Web sites deposit on your hard disk in order to track your browsing behavior). The pro-

gram can also provide users with a detailed report of everything it filtered during a given surfing session.



The program is currently available for Windows 95, 98, NT 4.0, and 2000, and supports filtering in most major browsers (Navigator, Internet Explorer, Opera, AOL,

etc.). At interMute's official site, users can purchase online delivery of the software and a registration code for \$29.95. Also available from the site is AdSubtract SE, which blocks cookies and ads, and is free for personal use.

10 In a hurry? Unload the graphics

Option A. If a graphics-heavy page is taking too long to load: Hit the Stop button or press the escape key (Esc) on the keyboard. Usually, the text will appear quickly (unless the

site has programmed graphics to load first). Then you can decide whether to view images individually or all at once.

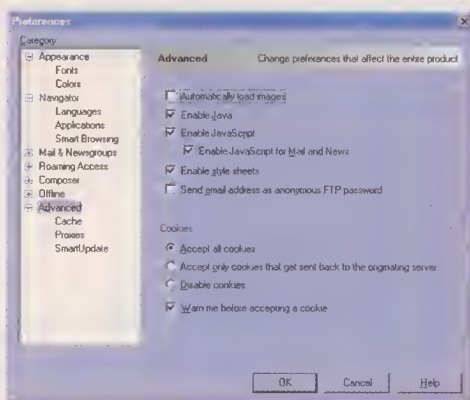
To load individual images:

Navigator 4.x: Right-click the icon where the image would be. Select "Load This Image."

Internet Explorer 4.x/5.x: Right-click the image icon. Select "Show Picture."

To load all images (Navigator only): Type [Ctrl + I].

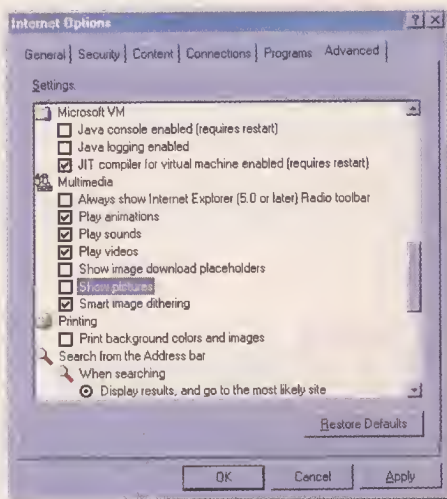
Option B. If you want your whole surfing session to be text-based: Turn off the automatic loading of images for quicker browsing:



Navigator 4.x: From the “Edit” menu, choose “Preferences.” Choose the “Advanced” category and uncheck “Automatically load images.”

Internet Explorer 4.x: From the “View” menu, choose “Internet Options.” Click the “Advanced” tab and scroll down to “Multimedia.” Uncheck the “Show pictures” box.

Internet Explorer 5.x: From the “Tools” menu, choose “Internet Options.” Click the “Advanced” tab and scroll down to “Multimedia.” Uncheck the “Show pictures” box.



11

Right-click tricks

By right-clicking while browsing, you can quickly move forward and backward through Web pages, reload pages, save images to your hard disk, and add links to your list of Bookmarks/Favorites. You can even get out of frames: In either Navigator

or Internet Explorer, simply right-click a link and select “Open in New Window.”

12 **Browser multitasking**

If it's taking your browser forever to connect to a Web site, or you're downloading a large file, open another browser window and keep surfing elsewhere. In either Navigator or Internet Explorer, select “New Window” from the “File” menu. Or just hit [Ctrl + N].

13 **Adjust your font size**

Don't strain your eyes; you're only hurting yourself. Instead, adjust Web site fonts and type sizes. But don't mess with typefaces too much, or else you won't see sites the way Web designers intended them to be viewed. There is no absolute law about font sizes—and Macs and PCs display them differently—but you should stay below a 14-point font size.

Navigator 4.x: From the “Edit” menu, choose “Preferences.” Choose the “Appearance” category, then click Fonts. Set the sizes of the variable and

fixed fonts. Click OK.

Internet Explorer 4.x: From the "View" menu, choose "Fonts." Select from "Smallest" to "Largest."

Internet Explorer 5.x: From the "View" menu, choose "Text Size." Select from "Smallest" to "Largest."

14 **Make your Bookmarks/Favorites your home page**

Start your browsing session with a really useful home page—such as your Bookmarks or Favorites list. Click the Start button on your desktop. Choose "Find" and then "Files or Folders." Type *bookmark.htm* into the "Search" field. Double-click the retrieved file (if you retrieve more than one file, use the one that has been modified most recently). This will cause your browser to pop open, with your Bookmarks listed within it. Now highlight the address in the location bar. Hit [Ctrl + C] to copy the address.

Navigator 4.x: From the "Edit" menu, choose "Preferences." Choose the "Navigator" category. Highlight the address occupying the "Location"

field. Hit [Ctrl + V]. Click OK.

Internet Explorer 4.x: From the “View” menu, choose “Internet Options.” Choose the “General” folder. Highlight the address in the “Address” field. Hit [Ctrl + V]. Click OK.

Internet Explorer 5.x: From the “Tools” menu, choose “Internet Options.” Choose the “General” folder. Highlight the address in the “Address” field. Hit [Ctrl + V]. Click OK.

15 **Organize your Bookmarks/Favorites**

To clean up your list of favorite sites, go to the Bookmarks/Favorites window. If you haven’t done so already, organize the list into folders. If you have Bookmarks or Favorites for six news sites, four UFO sites, and nine Britney Spears fan pages, you might make folders named *News*, *UFology*, and *Britney*.

Navigator 4.x: From the “Bookmarks” menu, select “Edit Bookmarks” (or hit [Ctrl + B]). From the “File” menu, choose “New Folder.” Type in a name for the new folder. Click OK. Click and drag to add Bookmarks to the new folder.

Internet Explorer 4.x: From the “Favorites” menu, choose “Organize Favorites” (or hit [Ctrl + A]). Click the Create New Folder icon. Type in a name for the new folder. To add a Favorite to the folder, highlight it and click the Move button. Select the folder and click OK.

Internet Explorer 5.x: From the “Favorites” menu, choose “Organize Favorites.” Click the Create Folder icon. Type in a name for the new folder. To add a Favorite to the folder, highlight it and click the Move button. Select the folder and click OK.

While you’re cleaning up the list, delete old Bookmarks or Favorites by selecting them and hitting the Delete key.

16 **Supersize your browser window**

Are you viewing the Net through a wee 15-inch monitor? Consider increasing your Web browser viewing area by hiding the navigation toolbars.

Navigator 4.x: Click the “View” menu and select “Hide Navigation Toolbar.” For extra room, also select “Hide Location Toolbar” and “Hide

Personal Toolbar.” To recover the browser toolbars, click the “View” menu and select “Show Navigation Toolbar,” “Show Location Toolbar,” and “Show Personal Toolbar.”

Internet Explorer 4.x/5.x: From the View menu, select the Fullscreen button. Click it again to return the screen to the default size. You can also hit the F11 function key to toggle between views.

17 Save Web pages for offline browsing

Both Internet Explorer and Navigator let you save Web pages as files that you can read when your computer isn't connected to the Internet.

Navigator 4.x: Click the File menu and select “Save As.” If you’re viewing a page containing frames, you can use the “Save Frame As” option to save only the page within the selected frame.

Internet Explorer 4.x/5.x: Click the File menu and select "Save As."



There's also a way to save a Web page and the pages it links to: Click on the Favorites menu and select "Add to Favorites." Select the "Make available offline" box, then click "Customize." In addition to the page you're saving, you can opt to save the pages to which it links.

18 **Keep favorite sites in easy reach**

Internet Explorer and Navigator let you keep links to your most-visited sites right on a toolbar.

Navigator 4.x: Go to the site you want to add to your "Personal Toolbar." Click the Bookmark icon next to the "Location" field and drag it over to the "Bookmarks" menu. Then drop it on the "Personal Toolbar" folder.

Internet Explorer 4.x/5.x: Go to the site you want to add to your "Favorites" toolbar. Click the page icon in the "Address" field and drag it to the "Links" area on the toolbar.

19

Store Web site information locally

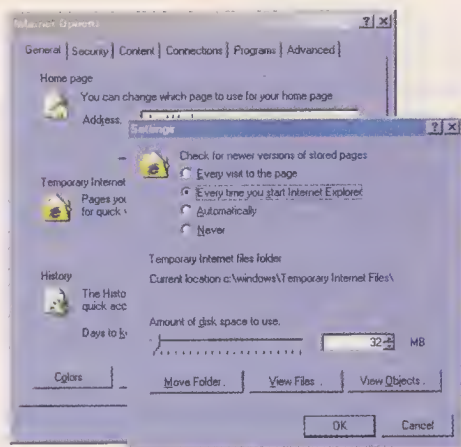
Step A. Your browser's "cache" stores Web site information (such as text and images) on your computer so you can quickly load frequently visited pages. The larger your cache size, the more info you can store locally on your PC. If you visit the same sites often, try increasing the cache to 10MB or more.

Navigators 4.x: From the "Edit" menu, choose "Preferences." Click the "Advanced" category and select "Cache." Type the new size in the "Disk Cache" field.

Internet Explorer 4.x: From the "View" menu, choose "Internet Options." Under "Temporary Internet Files," click the Settings button. Under "Amount of disk space to use," increase the size to 10MB.

Internet Explorer 5.x: From the "Tools" menu, choose "Internet Options." Under "Temporary Internet Files," click the Settings button. Under "Amount of disk space to use," increase the size to 10MB.

Step B. Once you've reset your cache size, you'll want to clear the cache regularly (once a week for heavy surfers) to prevent it from getting full.



Navigator 4.x: From the “Edit” menu, choose “Preferences.” Click the “Advanced” category and select “Cache.” Click the Clear Disk Cache button.

Internet Explorer 4.x: From the “View” menu, choose “Internet Options.” Choose the “General” tab. Click the Delete Files button.

Internet Explorer 5.x: From the “Tools” menu, choose “Internet Options.” Choose the “General” tab. Click the Delete Files button.

Step C. Your browser’s History file keeps track of where you’ve been on the Web. If you’re using Navigator 4.x or Internet Explorer 4.x/5.x, you can increase the number of days that site addresses stay in your History file. (Alternatively, if you’re the paranoid type, you can decrease the number to zero.)

Navigator 4.x: From the “Edit” menu, choose “Preferences.” Next to “Pages in history expire after...,” type in the number of days. Finish by clicking OK. (To view pages in your History file in Navigator 4.x, choose “History” from the “Window” menu or hit [Ctrl + H].)

Internet Explorer 4.x: From the “View” menu, choose “Internet Options.” Choose the “General” tab. Next to “Number of days to keep pages in history...,” type in the number of days. Finish by clicking OK. (To view pages in your History file, choose “Open History Folder” from the “Go” menu.)

Internet Explorer 5.x: From the “Tools” menu, choose “Internet Options.” Choose the “General” tab. Next to “Days to keep pages in history,” type in the number of days. Finish by clicking OK. (To view pages in your History file, choose “Open History Folder” from the “Go” menu.)

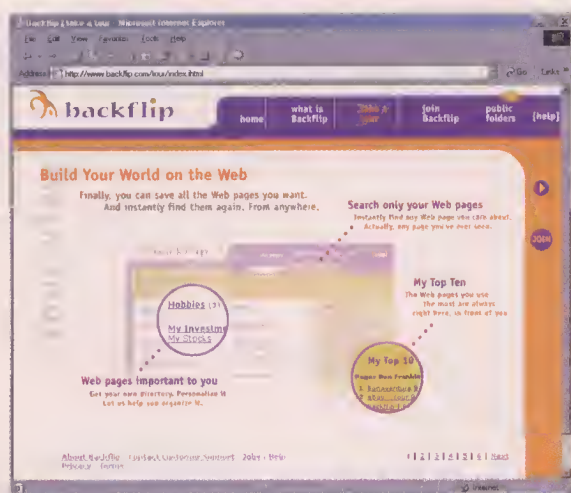
20

Save favorite sites to an online directory

A service called **BACKFLIP**

[www.backflip.com] lets you save, share, and manage all of your favorite links online. To get started, go to the Backflip site and register for a free account.

Once your account is open, you can upload your Bookmarks or Favorites, and you'll be able to save any page to your personal, searchable Yahoo!-style directory. It's as easy as clicking the Backflip It! button that's added to your browser toolbar—and best of all, you can access your Backflip directory from any computer.



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ADDITIONAL GLUE

AMERICA ONLINE SECRETS

21 Use the right tool for the job

Before searching for information online, you should learn about the tools at your disposal. The three main categories of search tools are search engines, search directories, and metacrawlers.

Search engines use computer programs called bots or spiders to scour the Net for sites; when found, the information on these sites is indexed in a giant database. Search directories, on the other hand, use actual humans to catalog and categorize sites. Metacrawlers compile the results of multiple search engines and directories, delivering a comprehensive list of Web links.

Which search tool is right for you? It depends on what kind of information you're seeking. Directories work best when you're looking for general categories of information (sports, news, entertainment). They tend to turn up the most relevant and popular sites by category, but they usually offer fewer listings than do automated search engines. **YAHOO!** [www.yahoo.com] and **LOOKSMART** [www.looksmart.com] are recommended search directories.

If you're looking for something very specific (like facts about basket weaving in Urdu-speaking regions), you'll want to consult a search engine. Search engines index more sites than do search

directories. Since they index even the most obscure and useless of pages, it's best not to use them for broad search topics—they may return hundreds or even thousands of questionably relevant sites.

GOOGLE [www.google.com], **FAST** [www.alltheweb.com], **EXCITE** [www.excite.com], **HOTBOT** [www.hotbot.com], **NORTHERN LIGHT** [www.northernlight.com], and **ALTAVISTA** [www.altavista.com] are recommended search engines.

When you need to conduct a power search and have time to sort through the results, use a metacrawler. These sites trawl the databases of the major search engines and provide thousands of search results. The drawback: The results can be repetitive. And if you thought search engines returned a lot of results, imagine what happens when you search a dozen at once! **METACRAWLER** [www.metacrawler.com] and **INFIND** [www.infind.com] are recommended metacrawlers.

22 Enter better search terms

You can search the Net more efficiently by using the advanced search functions available at many search engines. The most useful ones include case-sensitive searches, Boolean searches, and complete-phrase searches.

Case sensitivity: If you search using uppercase letters (e.g., *The White House* rather than *the white house*), you'll get back pages containing words with the exact capitalization you specified. If you search using all lowercase letters, you'll get both capitalized and lowercase references.

Boolean operators: The words *AND*, *NOT*, *OR*, and *NEAR* are all special keywords called Boolean operators. They can help focus your searches and reduce the number of irrelevant results. Say you're looking for information about the television drama *ER*. If you searched for *tv* or *er*, you might find many pages about television or emergency rooms, but not so many with specific info about the show *ER*. You'd fare better if you used *er AND tv* as your search term. In that example, the word *AND* (which must be typed in all caps) acts as the Boolean operator. It tells a search engine to

BOOLEAN QUICK CHART

Boolean operator	Action
AND	Finds search results containing both keywords
OR	Finds search results containing at least one of the keywords
NEAR	Finds search results containing both keywords only when they appear within 10 words of each other
NOT	Rules out documents containing the specified keyword

look only for pages that include both terms. Similarly, *OR* can be used to tell a search engine to find pages containing at least one of the terms you specified. *NOT* tells a search engine to find pages that contain the first term but not the second (e.g., *spice NOT girls*). *NEAR* instructs a search engine to find Web pages containing two terms within 10 words of each other.

Complete phrases: If you search on a multiple-word phrase, you might get results that contain just one of your multiple keywords. You can avoid these results by using Boolean *AND* statements between each word, or simply by putting quotation marks around the phrase you want to search on (e.g., “the man with the plan”). Complete-phrase searches are especially helpful when you’re looking for information about a particular person. Enter “*Monica Lewinsky*” (in quotes) to avoid seeing pages about other Monicas (or Lewinskys).

23 Find “missing” Web pages

It’s not uncommon for pages to disappear from the Web. When they do, you may click on a link only to find a message like “404 Not Found.” Don’t give up—the information you want may still be on the site, but in a different location. You can

try to reach the parent site of the vanished page by entering a truncated version of its address into your browser. In the "Address" or "Location" field, locate the slash that follows the domain name (the part that ends in *.com*, *.edu*, *.org*, etc.) and delete the slash along with all the characters that follow it. Then hit Return. For example, [**www.weather.com/weather/us/zip/94105.html**] takes you straight to weather information for San Francisco. But if that page isn't available (after the Bay Area slides into the ocean, perhaps), you can delete */weather/us/zip/94105.html* from the "Address" or "Location" field, hit return, and you'll be taken to the main Weather Channel page.

Sometimes a whole site vanishes from the face of the Net. You may still be able to find it at one of the Web's archive services. The most popular Web archive is maintained by **ALEXA** [**www.alexa.com**]. The company's eponymous free browser add-on helps users locate sites that have vanished from the Web. **FAST** [**www.alltheweb.com**] also maintains cached copies of current sites in its index, which is useful when you need to access an existing site that has recently disappeared or happens to be down for a short time.

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24 Divert junk messages to an alternative address

Free Web-based e-mail accounts—the kind available at **HOTMAIL** [www.hotmail.com], **YAHOO! MAIL** [mail.yahoo.com], and a host of other sites—have their advantages: You can easily check your mail from any Net connection in the world, and you can keep the e-mail address even if you change service providers.

And there's another reason to get a free account: It lets you send and receive e-mail under an anonymous nom de Net. Type in a pseudonym when you sign up for your second account and you'll have an e-mail address you can give out without worry in chat-rooms and on newsgroups. And if some malcontent starts flooding your free e-mail address with flames or spam, simply dump it and sign up for a new one.

25 Check e-mail from the road

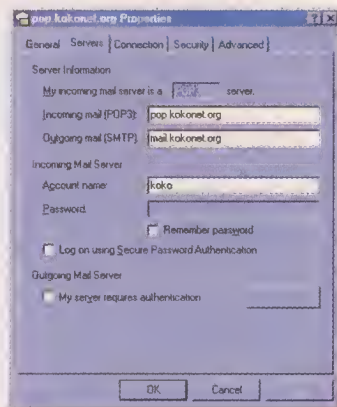
If you have a Web-based e-mail account, it's easy to check that account from any Web browser. But if you'd like to check the e-mail account given to you by your Internet service provider, you'll probably need to know the name or numerical address of your incoming (POP) mail server,

which is the computer where your new messages are stored until you retrieve them. If you're using Netscape Messenger or Microsoft Outlook Express, here's how to find out what your mail server is:

Messenger: From the "Edit" menu, choose "Preferences." Select the "Mail & Groups" category and choose "Mail Servers." Your server is listed under "Incoming mail server."

Outlook Express: From the "Tools" menu, choose "Accounts." Choose the "Mail" tab and click the Properties button. Then choose the "Servers" tab. Your server is listed under "Incoming mail (POP3)."

If you can remember your mail server, user-name, and password—and if your mail server is accessible outside a firewall—you can check your e-mail from the road. Either reconfigure someone else's mail program to get your e-mail (with their permission, of course), or use a Web-based service like **YAHOO! MAIL** [mail.yahoo.com]. The site lets you pick up messages directed not only to your Yahoo! Mail account but also to any account you have.



26 Check your spelling

Make sure your messages look smart: Check your spelling before sending out e-mail in Messenger or Outlook Express.

Messenger: With your e-mail message open, click the Spelling button on the toolbar. To add a word to the spelling dictionary, click the Edit Dictionary button.

Outlook Express: With your e-mail message open, go to the “Tools” menu and choose “Spelling.” To add a word to the spelling dictionary, click the Add button.

27 Search messages

In both Messenger and Outlook Express, it's easy to search for old e-mail messages by date, sender, or words in the text.

Messenger: From the “Edit” menu, choose “Search Messages.” Click the More button if you'd like to enter multiple search criteria, such as “date,” “sender,” and “subject.” Click the Search button.

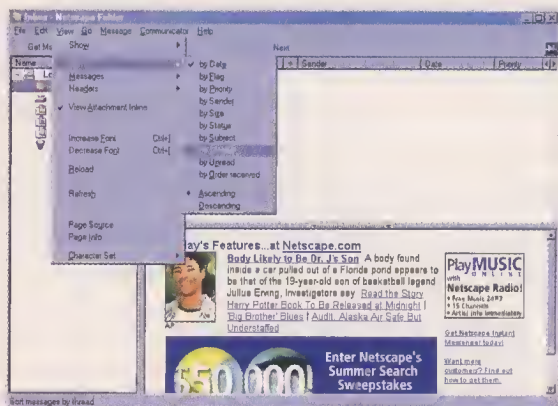
Outlook Express: From the “Edit” menu, choose “Find Message.” Enter as many search criteria as you’d like and finish by clicking on the Find Now button.

28 Organize e-mail conversations

When you’ve got a serious back-and-forth going via e-mail, it can be hard to remember who said what, and when. But both Messenger and Outlook Express let you organize your messages by thread, so you can stay on top of conversations.

Messenger: From the “View” menu, click on “Sort,” and then select “by Thread.”

Outlook Express: From the “View” menu, click on “Current View,” and then select “Group Messages by Conversation.”



29 Set up distribution lists

Once you've filled out your Address Book, send an e-mail message to everyone in your family, on your soccer team, or in your Kurosawa fan club with just a click.

Messenger: From the "Communicator" menu, choose "Address Book." Click the New List button in the toolbar, then type in a title for your new distribution list in the "List Name" entry field. Type in names from your Address Book in the "To add entries..." entry field.

Outlook Express: Click the toolbar's Address Book button, then click the New Group button. Type in a title for your distribution list in the "Group" entry field. To add names from your Address Book to the distribution list, click the Select Members button. To add new names to the list, just click the New Contact button.

30 Use the "cc" and "bcc" fields

Most e-mail programs have three fields for entering the e-mail address of a message recipient: "To," "cc," and "bcc." These fields let

you follow the addressing conventions for business memos. In the "To" field, enter the primary recipient of the message. In the "cc" field (the letters refer nostalgically to "carbon copy"), enter the addresses of people who need to be informed of the message's contents. In the "bcc" (i.e., "blind carbon copy") enter addresses you want to hide from the "To" and "cc" folks.

Even if you're just sending out personal e-mail messages, the "bcc" field can come in handy. Forwarding a hilarious message to all your friends, with their e-mail addresses visible in the "To" field, is like giving out your friends' phone numbers without asking. In other words, it can be an invasion of their privacy. The next time you want to send everyone the latest "How to tell if you're a redneck" list, put your friends' addresses in the "bcc" field. That way, your pals won't see one another's e-mail addresses. Better yet, their addresses won't be included every time your message is forwarded along to someone else's friends (and their friends, and so on).

31

Filter out spam

No single force on Earth can stamp out every bit of junk e-mail, otherwise known as spam. But you can cut down on the number of unsolicited

messages you receive by setting up filters in Messenger and Outlook Express.

Messenger: From the “Edit” menu, choose “Mail Filters.” Click the New button. In the window that pops up, you can choose to send messages with a particular sender or subject line (say, everything with the word *free* or *money*) directly to the “Trash” folder. Finish by clicking OK.

Outlook Express: From the “Tools” menu, select “In-box Assistant.” Click the Add button. Now you can choose to send messages with a particular sender or subject line directly to the “Trash” folder. Finish by clicking OK.

32 Share large files on the Net

Files over 2MB in size are usually too big to send via e-mail as attachments. But if you need to share enormous files with others, consider a free file-hosting service. Sites like **X:DRIVE** [xdrive.com], **FREEDRIVE** [freedrive.com], and **SWAPDRIVE.COM** let you store, manage, and share data—generally from 25MB to 50MB—on the Internet. You can access your files from any Net-connected computer, and you can set up account passwords for friends and family to let them download the files that are too big for e-mail.

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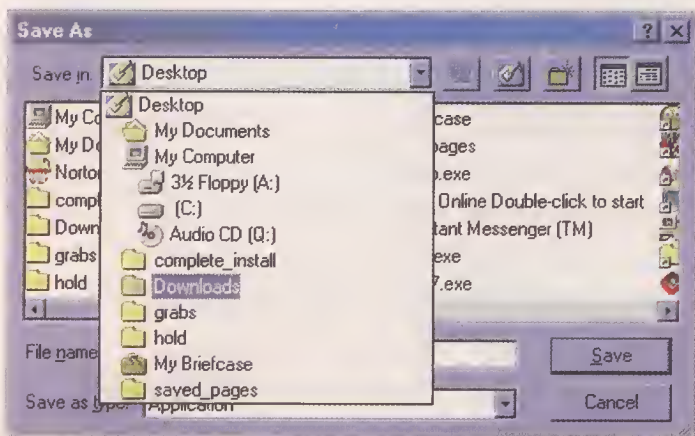
AMERICA ONLINE SECRETS

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Save a file to your desktop

Step A. Make life simple and save all downloads to a single folder on your desktop; by doing so, you'll always know where to find the files after they've been downloaded to your PC. To create this "Downloads" folder, right-click on the desktop. Choose "New" and then "Folder." Name the folder "Downloads."

Step B. When you begin the download process—usually by clicking on a Web link—a "Save as..." dialogue box will pop up and ask you where you'd like to save the file. Click on the "Save in" pull-down menu. Select "Desktop," then double-click on the folder "Downloads." Click the Save button.



34 Install a downloaded program file

Step A. Your program file should have one of two extensions—*.EXE* or *.ZIP*. If the extension is *.EXE*, simply double-click on the file. (If the extension is *.ZIP*, skip to Step B.) This will typically launch an install wizard, a program that will walk you through the setup of your new application. It's generally a good idea to close any applications you're running before installing a new one.

Step B. Files that have a *.ZIP* extension are “zipped,” or compressed. You'll need an extraction (unzipping) program to decompress these files. The two most popular extraction programs are **WINZIP** [www.winzip.com] and **PKZIP** [www.pkware.com]. Download one of these shareware programs and save it to your desktop. Double-click on the program file to install it on your computer.

Step C. Double-click on the *.ZIP* file that's sitting in your “Downloads” folder. This will automatically launch your new extraction program (WinZip or PKUnzip). If you're using WinZip, click the Extract button to unzip your downloaded file. If you're using PKUnzip, select “Extract/Extract files” to unzip your downloaded file. Save the extracted files to your “Downloads” folder. (See the preceding tip.)

Usually, a *.ZIP* file will decompress into several files, including an *.EXE* file (i.e., *install.exe* or *setup.exe*) and a *.TXT* file (e.g., *readme.txt*). The *readme.txt* file is a text document that often contains important info about the downloaded file. The *.EXE* file is an installation program.

TOP DOWNLOAD SITES

ZDNet Software Library

www.hotfiles.com

CNET Download.com

www.download.com

Jumbo!

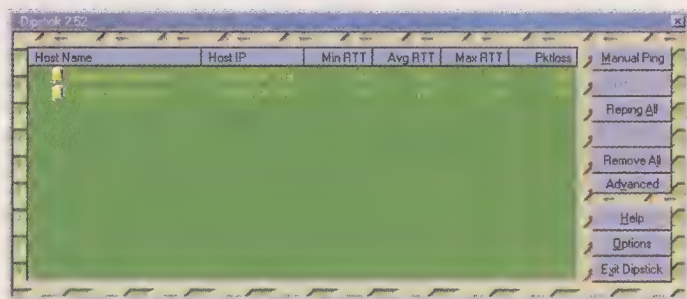
www.jumbo.com

Tucows

www.tucows.com

35 Choose the fastest download site

When you've got a choice of servers from which to download a file, it's generally best to pick one where the local time is off-peak—midnight to dawn, for example. A free utility from **KLEVER** [klever.com] can also help: Dipstick tells you which site among your choices offers the fastest download time.



36 Resume interrupted downloads

Question: How frustrating is it to lose your connection during a file download? Answer:

Very! That's why the GetRight utility from **HEADLIGHT SOFTWARE** [www.getright.com] is so darn handy: The program can resume partially finished downloads.

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Protect yourself while shopping online

Web scams make good headline copy, but with a few simple precautions you can shop online without a worry.

Your first line of defense is making sure the company you're doing business with is legit. This is a no-brainer if you're shopping at an established business like Amazon.com or eBay. But when browsing the aisles of Billy-Bob's Discount Brake-Pad Emporium, you might want to take some precautions. Check to see if the online store offers contact information, especially a phone number. If you're not sure who owns the site, go to the **NETWORK SOLUTIONS** home page [www.networksolutions.com] and type the site's domain name into the search query field (e.g., jcrew.com). If you think a site looks suspicious, you can check the **INTERNET FRAUD WATCH** [www.fraud.org] to see if users have had trouble with it in the past.

Before purchasing anything online, make sure your transaction is secure. You can do this by looking at your browser's security icon (in Navigator and Internet Explorer, this is a closed padlock that appears at the bottom of the browser window).

Note: The AOL browser does not have a security icon, but it does tell you when you're about to enter a secure site.

If you encounter any problems, **THE BETTER BUSINESS BUREAU** [www.bbb.org] offers tips on resolving your dispute with a company and lets you file a complaint online.

38 Keep your identity a secret

Contrary to paranoid belief, your browser doesn't give out personal information about you. But if you're worried about Web sites snooping on your browsing habits, you can surf anonymously by using a proxy service like **ANONYMIZER** [www.anonymizer.com]. Just enter the site you want to visit into Anonymizer's "Web address" field and hit Go to surf the Web incognito.

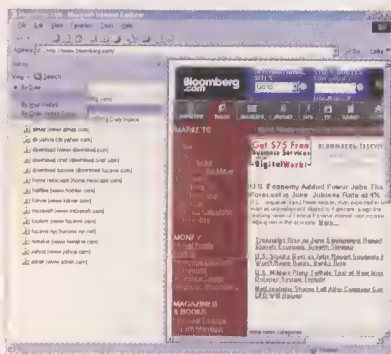
39 Opt out of DoubleClick

Your browser's *cookies.txt* file is probably crammed with lots of cookies from **DOUBLECLICK**, the Internet direct marketer and banner-ad producer. The cookies are used to target ads based on

your surfing habits, and to learn if you respond to those ads. If you feel that's an intrusion upon your privacy, visit the company's Opt Out page at [www.doubleclick.net/optout/default.asp] and follow the prompts. After you've opted out, DoubleClick will no longer assign you cookies or be able to identify your computer. Note: For more information on surfing privacy, visit **JUNKBUSTERS** [www.junkbusters.com].

40 Keep other users from seeing where you've been

If you share your computer with other users, you may not want them to know which Web sites you've visited. Cover your tracks by clearing your History file and cache.



First, nuke your History file. Both Netscape Navigator and Microsoft Internet Explorer maintain this file, which is like a digital bread-crumbs trail of every Web

page you've recently visited.

To clear it, hit [Ctrl + H] while your browser is open. This will launch the "History" window. Hit [Ctrl + A] to select all documents in the "History" window. Press the Delete key.

Now let's take care of your cache. The cache is a folder on your computer where the browser stores temporary copies of Web page files. Your browser uses these temporary files to quickly reload recently visited Web pages, but nosy people can use them to see what pages you've visited and what files you've downloaded. Here's how to get rid of them:

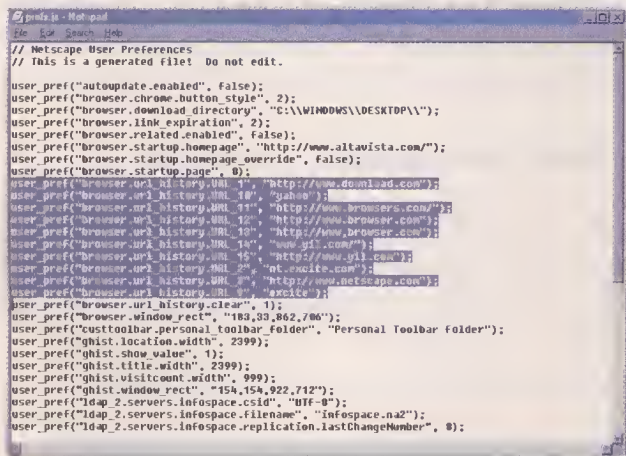
Navigator 4.x: Click the "Edit" menu and select "Preferences." Click "Advanced" and then "Cache." Click the Clear Disk Cache button.

Internet Explorer 4.x: Click the "View" menu and select "Internet Options." Click the Delete Files button.

Internet Explorer 5.x: Click the "Tools" menu and select "Internet Options." Click the Delete Files button.

There's one more indicator of which sites you've visited: the pull-down menu on the location bar of your browser. Here's how to purge it:

Navigator 4.x: Click the Windows Start button and choose “Find,” then “Files or Folders.” Search for a file called *Prefs.js*. Double-click the file and open it in Notepad. Delete lines of code with the characters *browser.url_history.URL._#*. Save the Notepad file and restart Navigator.



Internet Explorer 4.x/5.x: Download and install TweakIE from **WIZARD SYSTEMS** [www.wizsys.com]. Run the program and click on the “Internet Explorer” tab. Click the IESweep button and check the box titled “Typed URLs.”

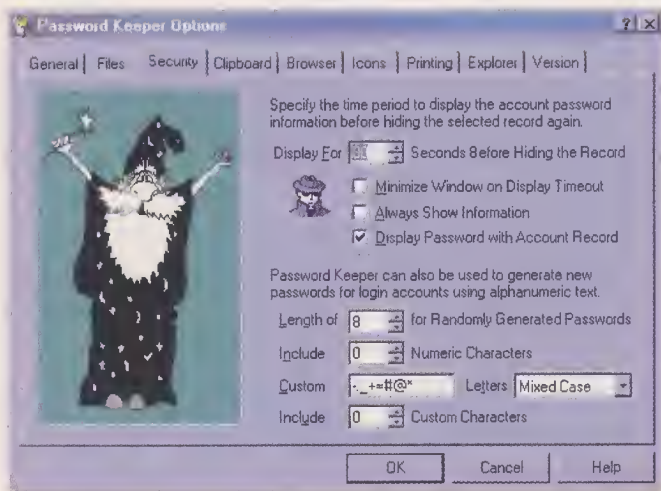
Also, there are a few pieces of software that can conceal your surfing behavior. Window Washer from **WEBROOT SOFTWARE** [www.webroot.com] gets rid of unwanted cookie, temporary,

and cache files. Cover Your Tracks from **FAT-FREE SOFTWARE** [www.ffsoftware.com] eliminates traces of Web activity from your PC. And finally, Blackbook from **BLUE WOLF NETWORK** [www.bluewolfnet.com] encrypts and saves cached Web images, the History file, and your bookmark listing.

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Choose a good password

A good password is one that's easy for you to remember but difficult for anyone else to figure out. It's not an easy thing to come up with. Ideally, you should set a different password at every site that requires one. You should also



create passwords that combine upper- and lower-case characters, numerals, and spaces to confound hackers. But who can remember a password like *ekF4ff_45*? **PASSWORD KEEPER**

[www.gregorybraun.com/PassKeep.html] can. This nifty piece of software tracks every password you create. A master password protects the whole list, so you have to remember only one secret code (just don't make the password your middle name or your date of birth!).

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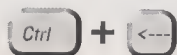
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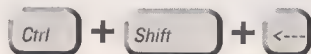
RealPlayer, really fast

RealPlayer from **REAL.COM** is one of the most popular media players available, and it's loaded with shortcuts to common tasks:

REWIND



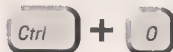
SUPER REWIND



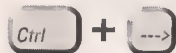
OPEN LOCATION



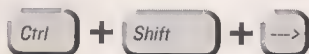
OPEN LOCAL FILE



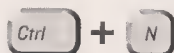
FAST-FORWARD



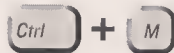
SUPER FAST-FORWARD



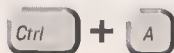
NORMAL VIEW



COMPACT VIEW



ADD TO PRESETS

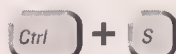


VOLUME UP

VOLUME DOWN

SEARCH

PLAY AND PAUSE

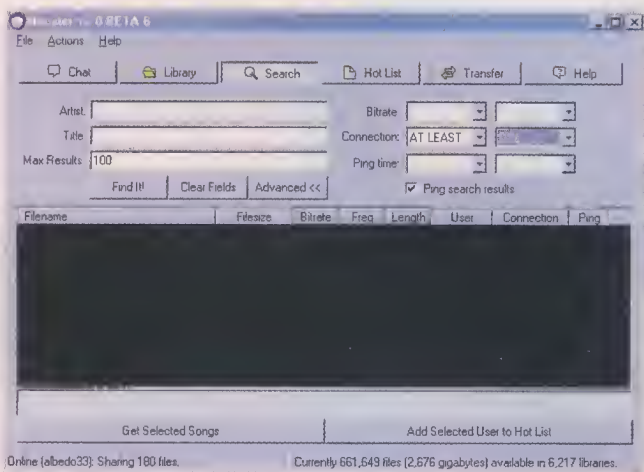
STOP

RECORD

EXIT PROGRAM

43 **Get faster Napster downloads**

You'll get speedier downloads with Napster if you transfer songs only from users with a cable connection or faster (as long as you've got a fast connection yourself). When you're searching for songs, filter out users with slow connections from your results by selecting a connection



speed of “AT LEAST DSL” in the Advanced section of the search window. Downloading a song from a user with a 28.8Kbps modem could take hours; downloading the same song from a user on a T1 line will take only minutes.

44 Get artist information with Windows Media Player

Want more information about your music collection? In Windows Media Player 7, the scoop is just a click away when you’re connected the Net. In the Media Library view, for example, right-click on an album name and select “Get Info” to retrieve artist and album information from the **ALL MUSIC GUIDE** [www.allmusic.com] database.

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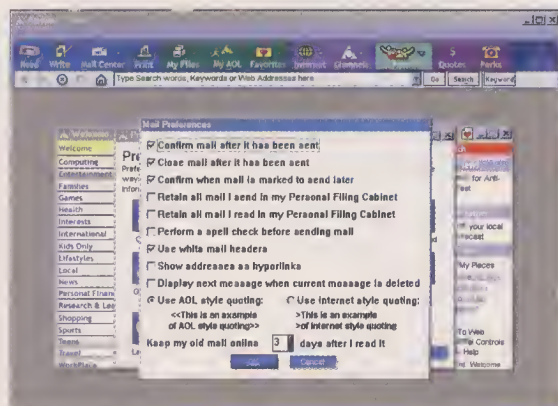
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45 Check your AOL Mail over the Web

With **AOLMAIL ON THE WEB**, you can check e-mail messages from the Web even when you're using a PC that doesn't have AOL software. Just head to [aolmail.aol.com]. The site will prompt you for your screen name and password. Click Enter to begin retrieving messages. AOLMail on the Web is optimized for both Internet Explorer and Navigator.

46 Save and password-protect your e-mails

AOL purges subscribers' e-mails a few days after they've been received or sent. If you'd like to save them, click on the menu heading "My AOL"



and choose "Preferences." Then click the Mail button and check the boxes for "Retain all mail I read in my Personal Filing Cabinet" and "Retain all mail I send in my Personal Filing Cabinet." Click OK. When you'd like to view old messages, click on the menu "My Files" and choose "Personal Filing Cabinet."

If you save sensitive documents and e-mail in your AOL personal filing cabinet, you may want to password-protect such files against prying eyes. To do this, click on "My AOL" and choose "Preferences." Click the Passwords button. Check the "Personal Filing Cabinet" box. Click OK. Henceforth, AOL will request your subscriber password before permitting access to the filing cabinet.

47 **Take control of your in-box**

When you log on, is your in-box filled to the brim with unwanted solicitations? Are you the target of annoying junk e-mailers? Then, using your master screen name only, head over to AOL's Mail Controls center. There, you can set your mail preferences to block e-mail from specific addresses and Internet domains. You can also set your mail preferences to reject e-mails with file attachments.

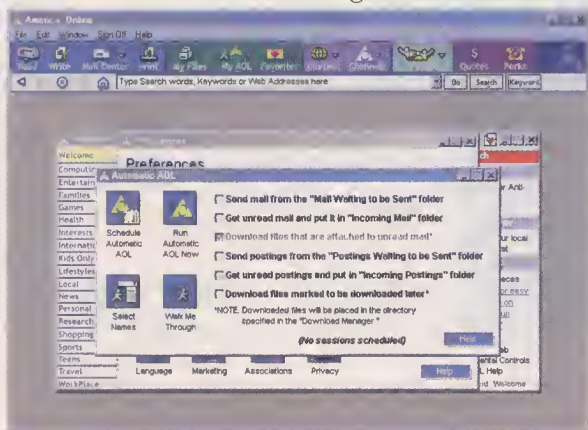
Go to *Keyword: Mail Controls* and click the Set Up Mail Controls button to get started.

48 Trash AOL pop-up advertisements

Go to *Keyword: Marketing Preferences* to shut off advertising that pops up when you log on. This is also the place to access anti-spam features and to opt in or out of AOL e-mail solicitations and telemarketing lists. You can also access this feature by clicking on “My AOL,” choosing “Preferences,” and clicking on “Marketing.”

49 Automate file downloads

If you’ve got a 56Kbps modem, it can take hours to download a single MP3 file—and



connections are especially slow at peak times. Avoid the wait by signing up for Auto AOL, a member service that lets you schedule times for AOL to automatically log on and download files while you're doing other things. Go to *Keyword: Auto AOL*, or click to "My AOL/Preferences/Auto AOL." You can also use this feature to log on and retrieve unread e-mail, send mail, and download newsgroup postings.

50 Add and remove buttons to and from your toolbar

In AOL, you can customize your toolbar. To remove an icon from the toolbar, simply right-click on it and choose "Remove from toolbar." A



window will pop up asking, "Are you sure you want to delete this item from the toolbar?" Click Yes. To add a new icon, drag the "Favorites" icon (the little heart shape in the upper right-hand corner of every AOL window) onto an open space in the toolbar.

NOTES

NOTES

The world's best-selling portable printer just got better.

So now you can print everything you need to print.

From business cards to

4 color photos.

Or even

more.

Like

the

new

Epson

Stylus

Color

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